



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.
05-46

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DEPARTMENT REVENUE		DIVISION CASH & DOCUMENT PROCESSING		SECTION FORMS SECTION		PERMANENT	x
						NON-PERMANENT	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
1	Daily Production Sheets	1 Year + Current		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.			
2	Employee Time Sheets	3 Years + Current					
3	Performance Reviews & PDQ's (Copy)	Retain until employee leaves or superseded + 1 year					
4	Vendor Invoices	1 Year + Current					
5	Request For Leave	1 Year + Current					
6	Compensatory Time Sheets	1 Year + Current					
7	Leave Summary Reports	1 Year + Current					
8	Section Policies & Procedures	Retain until superseded, obsolete or administrative value is lost					
9	Consumable Inventories	7 Years + Current					
10	Inventory Count Sheets	7 Years + Current					
11	Debit Reports	7 Years + Current					
12	Distribution Program Books	7 Years + Current					
13	Cigarette Stamp Use	3 Years + Current					
14	Graphs of Usage	1 Year + Current					
15	Memos	1 Year + Current					

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Hietelsen</i>	Date 9-8-2004	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date 8-31-04
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 4/18/05	State Auditor's Signature <i>Sally Lyman</i>	Date 9/24/04